

APSE Soft FM Advisory Group

Tuesday 9 February 2016

Chatelherault Country Park

1. Introduction & Welcome

Unfortunately Councillor Hugh Ross, group Chair and Andrew Kennedy, group Secretary were unable to attend this meeting therefore L Melville welcomed everyone to Chatelherault Country Park and thanked all for attending.

2. Attendance & Apologies

See attached.

3. Minutes of previous meeting held on 8 September 2015

The minutes from the previous meeting held on 8 September were agreed to be a true and accurate record of the meeting.

4. Matters arising

L Melville to add 3 Stirling Council representatives to the attendance and apologies list for the meeting on 8 September.

5. Street Trader Exclusion Zones

A Hanlon of North Lanarkshire Council kindly provided the group with information surrounding the recent court case in which 5 street traders took North Lanarkshire Council to court over exclusion zones for their mobile catering vans. It was agreed that the APSE office would email all post meeting a copy of the court judgement. After the update other attendees provided information on their exclusion zones and how they were overcoming the challenges they faced.

6. Budget savings and impact on service delivery

The attendees held a general discussion surrounding savings and the impact on service delivery. This included information on potential changes to management structures, integrating services, centralising budgets, HR and procurement as well as the potential for partnership working.

Following discussion the group highlighted that they would be keen to have a continuation of this at the next advisory group meeting (10 May), focusing on models of delivery and any savings/ best practice which can be shared with all. L Melville agreed to hire a venue which had two rooms in order for the meeting to be split into:-

- Catering
- Cleaning/ Janitorial

L Melville also confirmed that she would be grateful if attendees could participate by providing information on their service models to share their experiences with colleagues on the day.

7. Issues Affecting Service Delivery & recent network queries

L Melville provided information to all on the recent network queries and responses which had been issued within catering and cleaning. This included the following network queries:-

- Managing sickness absence (CAT0172)
- Client liaison and satisfaction (BC0119)
- 2 day cleaning detail/ specifications within non school buildings (BC0120)
- CCTV/ Alarm/ Security service for Council tenants (BC0121)

8. APSE Update & Performance Networks discussion

In the first part of this agenda item L Melville provided an update to the group on the work of the Association. In second part of the meeting L Melville went through with the group all of the issues which had been raised at the PN seminar for the Catering & Cleaning templates. Following a detailed discussion L Melville noted the groups response to each section and confirmed this feedback would be sent to HQ for collation and review. L Melville also confirmed that she would provide the group with an update via email on all of the notes taken and the decisions made for the upcoming templates.

9. Date & Venue of next meeting

The next meeting of the group will be on Tuesday 10 May 2016 and will take place at the Townhead Community Centre in Coatbridge.

10. Lunch

Attendance

Name	Council
Louise Melville	APSE
Margaret Campbell	Argyll & Bute Council
Andrea Harris	Argyll & Bute Council
Moira Mason	City of Edinburgh Council
Laura Nisbet	City of Edinburgh Council
Pauline Pryde	City of Edinburgh Council
Diana Mackenzie	Clackmannanshire Council
Julia McCreadie	Cordia
Linda Andrew	Cordia
Jane Richmond	East Ayrshire Council

Jim Corrigan	East Dunbartonshire Council
Anne Miller	East Dunbartonshire Council
Elizabeth Donnelly	East Dunbartonshire Council
Wendy Anderson	East Dunbartonshire Council
Lorraine Faulds	East Lothian Council
Nicky Joiner	East Renfrewshire Council
Tracey Hall	East Renfrewshire Council
Elsbeth Tierney	Inverclyde Council
Kirsteen MacCormick	North Ayrshire Council
Una Doolan	North Ayrshire Council
Aileen Campbell	North Ayrshire Council
Anne Hanlon	North Lanarkshire Council
Margaret Reid	North Lanarkshire Council
Jill Bryans	North Lanarkshire Council
Craig McIntyre	Renfrewshire Council
Gerry Donachie	South Lanarkshire Council
Joyce Goodwin	South Lanarkshire Council
Cllr Peter Craig	South Lanarkshire Council
Margaret Gilmour	Stirling Council
Tracey Walker	Stirling Council
Linda Shaw	West Dunbartonshire Council

Apologies

Name	Council
Carol Broll	Dumfries & Galloway Council
Alan Mawson	Dumfries & Galloway Council
Cllr Hugh Ross	East Ayrshire Council

Andrew Kennedy	East Ayrshire Council
Jim Corrigan	East Dunbartonshire Council
Loraine Lawrie	East Renfrewshire Council
Margaret McKenzie	Midlothian Council
Craig Gillie	Midlothian Council
Jill Bryans	North Lanarkshire Council
Alistair McIntyre	Scottish Borders Council
Lynda McLaughlin	West Dunbartonshire Council